



# Washington State Criminal Justice Training Commission

## Crime Scene Investigation (0220-2)

March 5-9, 2012

### Student Instructions

- ARRIVAL:** Attendees are requested to report on **Monday, March 5, 2012 at 8:00a.m. at the WSCJTC, 19010 1<sup>st</sup> Ave S, Burien, WA 98148**. Classroom hours are from 8:00 am to 5:00 pm the class is 40 hours long.
- MEALS/ LODGING:** Are the responsibility of the attendee and/or their agency.
- COSTS:** **\$50** (to recover costs of class materials). **Agencies will be billed upon conclusion of the class**. Please do not bring Cash, Check or Vouchers to the class for payment.
- ATTIRE:** Casual, but appropriate for training.
- TELEPHONE:** Attendees should advise their families and departments of how to reach them at the training facility in the event of an emergency. Please inform your family members to identify by name the class you are participating in.

**EMERGENCY ONLY: 206/835-7300 WSCJTC**

- CELL PHONES:** Must either be turned off or on vibrate mode in the classroom.
- FIREARMS:** Firearms will not be used in this course.
- ATTENDANCE:** Certificates of completion will be awarded to those attendees who successfully complete the class in its entirety. The class coordinator or lead instructor must pre-approve any time out of class. If for any reason, it becomes necessary to cancel this application, please advise me or by email at [registrar@cjtc.state.wa.us](mailto:registrar@cjtc.state.wa.us) **no later than February 27, 2012 to avoid late cancellation/no show fees**. **Your agency will be billed \$50.00 for those not in attendances**.
- EQUIPMENT NEEDS:** It is understood that some agencies will not have some of the recommended equipment, and efforts will be made to pair students lacking equipment with students who are equipped. The Commission will not provide equipment to students. **BE PREPARED**.
- \*\*\*Students must know the knowledge of operating and working their cameras, in addition, you must also bring a large note pad to map crime scene diagrams. \*\*\***

### The following is a list of **desired** equipment.

1. Department Digital Camera with both manual and automatic mode. If department uses print film camera, that is acceptable; however, there is no film development for this course.
2. Shutter release cable, 12" long. **OPTIONAL**
3. Tripod for camera. **OPTIONAL**
4. On/Off Camera Flash Units
5. Extra batteries for Flash and Camera

6. Accessory Lenses. **OPTIONAL**
7. **Sketching Supplies:** ¼" graph paper, ruler with ½" scale, #2-black lead pencil, templates, drawing compass or any other drawing equipment, if available.
8. Steel Tape Measure – 25', 50', or 100'.
9. Evidence Placards/Markers
10. Evidence Packaging Materials (bags, tape, etc)

#### **SMOKING/ ALCOHOL:**

Alcohol and controlled substances **are not permitted** anywhere within Commission dormitories or on Commission premises. Smoking **is prohibited** in Commission housing. Smoking **is permitted** outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco **is also prohibited** in dormitory housing.

#### **RESPONSIBILITY:**

Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, of course, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft, or other causes. Each attendee must understand that this training is at the attendee's own risk.